

Quotation Request //

US Government Publishing Office

Dallas Regional Office
1100 Commerce Street, Room 731
Dallas TX 75242-

JACKET:646-596

Quotations are Due By:

(Eastern Time)11:00 AM on 11/30/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: NSN:7540-00-926-4735 (SF-2806)

QUANTITY: 120000 forms.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the Dallas Regional Office at (214) 767-0451 x1.

TRIM SIZE: 11-3/4 x 8" (includes the right and left stubs)

PAGES: Face only.

SCHEDULE:

Furnished Material will be available for pickup by 11/30/2021

Deliver complete (to arrive at destination) by 12/29/2021

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via email to thomas.walker2@usdoj.gov and tbacon@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 646-596/Requisition Number 15UPET22P00000032". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

NSN: 7540-00-926-4735 Form title - SF 2806. Form prints face only in black ink. Copy consists of type, rules and a line art logo.

CONSTRUCTION: Marginal perforations shall be 5/8" from the left and right edges. Horizontal tearline perforations shall be provided every 8". All perforations shall be cut clean and sufficiently deep to permit easy separation but not to tear in ordinary handling or feeding through the machine.

MARGINAL PUNCHING-ALIGNING HOLES:

(a) The parts shall be punched along the left and right sides of form with round holes 5/32" in diameter, spaced 1/2" center to center, 1/4" from center of holes to sides of form with center of top aligning holes located 1/4" from top edge.

- (b) The marginal holes shall extend in a straight line parallel to the sides of the continuous strip perpendicular to the horizontal tearline perforations between sets.
- (c) All holes must be clean cut and the forms, as delivered, completely free of waste.
- (d) Any variation from these marginal punching specifications shall be limited to the tolerance of the equipment of the equipment specified herein.

MARGINAL PERFORATIONS:

- (a) Marginal perforations shall be provided for the purpose of removing marginally punched holes from the forms. Marginal perforations will be located not less than 5/8" from left and/or right sides.
- (b) Cuts in vertical perforations must not intersect cuts in horizontal tearline perforations.

PERFORATIONS, OTHER THAN MARGINAL: Horizontal tearline perforations shall be provided between forms and shall be at a 90-degree angle to a straight line extending through the center of the marginal aligning holes. They shall fall halfway between the marginal aligning holes when the form depth is a multiple of 1/2". Cuts in horizontal perforations must not extend to left and/or right edge of form and must not intersect cuts in vertical perforations.

Note: The warranty period for this order is extended from 120 days to one calendar year.

MATERIAL FURNISHED: Contractor to pickup at GPO. A previously printed sample to use as camera copy/manuscript copy. Reproduce same size. Contractor to set and strip in new GPO imprint.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* K10, White Index, Basis Size 25.5 X 30.5" Basis Weight 110 lb.

COLOR OF INK:

Black

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

Proofs will not be required; however, the contractor is responsible for final output that is in conformance with the sample provided.

BINDING:

See description.

PACKING:

Five hundred (500) forms shall be packed in a close fitting fiberboard container. Quantity on shipping label to be indicated as "1 BX".

Pack in shipping containers. Pallets will be required when the shipping containers fill two layers or more on a pallet per single destination. Containers must be packed solidly (top and sides) to prevent shifting while in transit. In the event the material does not fit snugly on the top or sides, open-cell pads or thicknesses of corrugated board must be added.

Packing List: Each shipment shall contain a packing list showing the following data:

1. Name and address of consignor,
2. Name and address of consignee,
3. Requisition and GPO jacket numbers,
4. Bill of lading number if any,

5. Description of the material shipped, including:
- a. Publication number (NSN) and title, if applicable, and date,
 - b. Quantity per container and total quantity,
 - c. Total number of containers,
 - d. Total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet.

LABELING AND MARKING: Inner Package and/or Container Label:

Contractor must reproduce inner package label like outer carton label. Contractor must affix a completed label on each inner package. All inner packages must be labeled, not marked, with label entries in bold characters at least 10 mm (3/8") high.

Bar Code Markings: The stock number must be bar coded on all inner packages and shipping container labels in accordance with Federal Standard 123. **CONTRACTOR TO CREATE BARCODE.** Barcode is Code 39.

Produce shipping container label, fill in appropriated blanks and attach to shipping containers.

In addition to the regular markings, include the Form No., Revision Date, Stock No. and Quantity on all labels exactly as specified. Packages/containers containing multi-part forms must be marked with the number of parts following the form number (i.e. SF-557 {3 Part Set}).

Suitable Pack 500 per shipping container.

DISTRIBUTION:

All shipments must be made via traceable means.

UNICOR

Attn: Lee Walker (804-733-7881 ext. 4211)
1100 River Road
Hopewell, VA 23860
-----120,000 forms.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://contractorconnection.gpo.gov/>.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance

web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

COMPLIANCE REPORTING:

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

SPECIFIED STANDARD

P-7. Type Quality and Uniformity

Average Type Dimension in Publication

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

Attachment(s): NONE